

**TITLE: Manager, Mathematics, Engineering, Science, Achievement (MESA)
Community College Program****CLASSIFICATION: Management Team – Classified Supervisor****SALARY RANGE: 18****SCOPE OF POSITION:**

Under the direction of the Dean, Science, Technology, Engineering, Agriculture and Natural Resources and Mathematics, the Manager, MESA Community College Program oversees the design, implementation, and formative assessment of the 13 mandated components of a MESA Program as developed collaboratively by the California Community Colleges Chancellor's Office and the MESA Statewide Office at the University of California Office of the President. The MESA Community College Program supports first generation, low income students to transfer with a calculus-based science, technology, engineering or mathematics (STEM) major.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Design services and prepares grant proposals, contracts, program component goals and objectives, implementation plans, budget, and evaluation methods for the MESA Community College Program in accordance with the California Community Colleges Chancellor's Office and the Statewide MESA Office, University of California Office of the President.
2. Conduct community and college outreach to identify, recruit, and enroll qualified students for the MESA Community College Program; identify academic and pre-professional support needs of MESA CCP eligible students.
3. Train, direct, and evaluate the performance of assigned staff; consult with the Dean to identify a MESA Counselor and MESA Faculty Sponsor(s); meet regularly with faculty advisors to report on program progress and plan for future implementation and improvements.
4. Apply program and technical expertise, information and assistance to the Dean regarding assigned functions; assist in the formulation and development of policies, procedures and related District programs.
5. Identify, recruit, and orient stakeholders from business, industry, government, community-based organizations and District faculty and staff to serve on the MESA Local Industry and Education Advisory Board and the MESA Campus Council; facilitates meeting of the local advisory board to ensure proper implementation and success of MESA program projects.
6. Collaborate with Student Services in the planning and conducting of outreach activities, encouraging K- 12 students to continue their education in math and science disciplines and to enroll at Santa Rosa Junior College.
7. Develop and manage the MESA CCP project budget; oversee the financial management of the MESA CCP, and other related grants; ensure compliance with funding regulations; prepare grant proposals and compile appropriate data to assist in preparation of grant writing.
8. Comply with District CCCCO Management Information System (MIS) Data submission timeline, and the review and verification of Special Population Data Elements.
9. Maintain MESA CCP students' files with regard to their program status; maintain and revise educational plans and pre-professional Individual Development Plans for M CCP participants; provides individual and academic advising and case management of M CCP participants.

KEY DUTIES AND RESPONSIBILITIES – Continued

10. Review the MESA CCP enrollment applications from potential students and approve admission to the MESA CCP; evaluate effectiveness of program services; uses statistical information to identify progress and needs for continuous improvement; coordinates with Admissions and Records to identify registration Priority 2 eligible MESA students.
11. Monitor STEM articulation agreements with 4-year colleges and universities; coordinates with Articulation Office for course reviews as needed to optimize transfer eligibility of STEM majors.
12. Develop, maintain and oversee a MESA Student Study Center with an active tutoring and study program; recruit and train peer, District, and volunteer tutors; coordinate individual, small and large group student activities, academic, leadership, and professional development workshops; oversee MESA activities conducted in the Study Center and student field trip travel associated with MESA activities.
13. Researches and collaborates in the development and submission of District-wide STEM grants and funding proposals.
14. Conduct an active, visible marketing program in cooperation with the District's Marketing & Communications Office.
15. Direct the preparation and maintenance of narrative and statistical reports, records and files related to personnel and assigned activities; prepare program mid-year and annual financial reports; complete the District's Program and Resource Planning Process and report on MESA student learning outcomes.
16. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.
17. Engage with the California Community College Chancellor's Office and the MESA Statewide Office at the University of California Office of the President to enhance and expand the MESA program to better support the changing student demographic across the state.
18. Collaborate with the Community College Association of MESA Directors (CCAMD) to advocate for additional resources and enhance educational opportunities for low income, first-generation students in STEM.
19. Develop, collaborate, and create connections with District initiatives that support current and potential MESA students such as federal HSI initiatives and state Student Equity programs.

KNOWLEDGE OF:

1. Principles and practices of supporting a diverse, equitable, inclusive, antiracist, and accessible academic and work environment.
2. Applicable laws, codes, regulations, policies and procedures.
3. Research methods to support program development, evidence-based practice, and the designing of outreach presentations.
4. Oral and written communication skills.
5. Principles and practices of supervision and training.
6. Interpersonal skills using tact, patience and courtesy.
7. Standard office productivity software and other technology relevant to the classification.

ABILITY TO:

1. Promote the objectives of the MESA program.
2. Establish and maintain professional and collaborative working relationships with members of a diverse community.
3. Create, plan, implement, and evaluate multiple projects to meet program and outreach objectives.
4. Develop data collection systems to comply with Chancellor's Office and Statewide MESA reporting requirements.
5. Facilitate the delivery of academic services to students aimed at improving academic, study, test-taking and other skills in math-based fields.
6. Manage program budgets.
7. Train and evaluate the performance of assigned staff.
8. Communicate effectively both orally and in writing.
9. Interpret, apply and explain rules, regulations, policies and procedures.
10. Establish and maintain cooperative and effective working relationships with others.
11. Analyze situations accurately and adopt an effective course of action.
12. Meet schedules and time lines.
13. Work independently with little direction.
14. Plan and organize work.
15. Maintain records and files.
16. Prepare comprehensive narrative and statistical reports.
17. Demonstrate sensitivity to, and respect for, a diverse population.
18. Implement, advocate for, and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, anti-racist, and accessible academic and work environment.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Bachelor's degree from an accredited college or university, preferably in mathematics, computer science, engineering, science, or related field.

Experience:

Increasingly responsible experience in teaching, business/industry, or a profession involving working with persons in math or science-based fields.